

Historic Preservation Commission

City of Salisbury Community Planning Services
132 North Main Street | 704.638.5324



2018-2019 Historic Preservation Incentive Grant Guidelines

The Historic Preservation Incentive Grants provide a modest economic stimulus to assist owners of homes and businesses in Salisbury's local historic districts to stabilize, preserve, and maintain the historic character of the individual structure and historic district in accordance with Salisbury's Local Historic Design Guidelines.

Grants are awarded on a competitive basis for exterior maintenance and stabilization projects of owner-occupied homes and businesses within any of the locally-designated residential historic districts identified with Local Historic Overlay (LHO) zoning, excluding the Downtown Local Historic District. All exterior work must be approved through the Certificate of Appropriateness (COA) process, either as a minor work and reviewed concurrently with this grant application, OR previously reviewed as a major work through the entire Historic Preservation Commission (HPC). Projects must meet the adopted *Local Historic Design Guidelines* and the *Secretary of the Interior's Standards for Rehabilitation*. All proposals must meet all applicable code requirements of the City of Salisbury. **Projects begun or completed prior to notification of award cannot be reimbursed.**

Any preservation project is eligible; however, top priority will be given to projects with higher point totals based on the point system. The point system, described below, will be used to prioritize projects. All projects that meet the eligibility requirements above would be eligible for grants; however, in the case of limited funds and the competitive process, projects with a higher point total would receive precedence. In the case of multiple projects with the same point total, the Grant Committee will award the grant to the project that has submitted its complete application first. There are four categories that combine to create the total project score:

1. HISTORIC SIGNIFICANCE:

Each of Salisbury's five local historic districts is also within a National Register Historic District. Properties within a National Register district are categorized as *contributing*, *non-contributing*, or *intrusion* based on the historic significance

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of the structure. Many of the non-contributing structures are due to a non-historic addition or treatment, such as replacement windows or vinyl siding that covers historic features. It is possible for a structure to become contributing if the non-contributing feature is removed or replaced. Intrusion, on the other hand, would represent a structure that is a contemporary addition to the district and has no historic significance whatsoever.

Historic Significance

POINTS

Contributing Structure	10
Non-Contributing Structure	5
Intrusion	0
If changes result in a contributing structure that was previously non-contributing	5

2. PROJECT TYPE:

Exterior maintenance and stabilization projects include:

POINTS

Replacement/stabilization of deteriorated features (Example: original or historically accurate siding, windows & doors, masonry, etc.)	40
Removal/replacement of non-original, inappropriate features or material and restoring with original details and materials (Example: removing vinyl siding to restore to original wood treatment while also restoring any original architectural features or details)	30
Painting	20
Repair Work (Example: Repointing/replacing brick or masonry elements, roofs, porches, foundations)	20
Other Maintenance (Example: safety, utilities/energy retrofit, outbuilding maintenance)	10

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3. PROJECT COST:

One point per \$1,000 total project cost up to a maximum of \$25,000. Therefore, a \$10,000 project would receive 10 points, while a \$2,000 one would receive 2 points.

4. INCOME CRITERIA:

TOTAL HOUSEHOLD INCOME: based on HUD estimates of median family income.	Eligible match/maximum grant (see Matching Funds)	
Total household income would include all persons 16 years of age or older living in the household and earning income.		
50% or less of Median Family Income (MFI)	75-25 (maximum \$3,750 match from the City)	30
51-60% of MFI		25
61-70% of MFI		20
71-80% of MFI		15
81-90% of MFI	50-50 (maximum \$2,500 match from the City)	10
91-100% of MFI		5

Please note: Please contact City Staff to determine if you qualify. If you wish to be qualified as low/moderate income for the grant point system, documentation must be provided, such as a tax return. Lack of documentation may prevent you from receiving the higher point total in this category.

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Projects are funded on a 50-50 matching basis with a maximum City participation of \$2,500 per project (based on \$5,000 or greater total project cost). Projects for households 80% or below of the MFI will be funded on a 75-25 matching basis with the City's participation totaling 75% of the project's cost up to \$3,750 (based on \$5,000 or greater total project cost). The property owner's match may include funding or loans from other sources.

Municipal contributions are grants that are not required to be paid back. The City will be reimbursed through the protection of historic community assets, stabilization of properties and neighborhoods, and an increased tax base.

The process for applying for the Historic Preservation Incentive Grant is as follows:

1. Initial consultation with Historic Preservation Staff to receive application as well as determine if proposed project is consistent with the Local Historic Design Guidelines.
2. Applicant receives Minor Works approval, or goes before the Historic Preservation Commission (HPC) to obtain a Certificate of Appropriateness. Should review by the full HPC be necessary as part of your application, please be aware of separate HPC deadlines and submit all documents in time. If you would like to apply for financial assistance for a Major Work project, please contact Community Planning Services by **Friday, August 31, 2018**.
3. Application, including sketch plans, materials list or designs, and cost estimates submitted to the Development Services office at 132 N. Main Street.
4. Applications are reviewed and awarded by the Historic Preservation Grant Committee, which consists of two members from the HPC and two members from the Community Appearance Commission (CAC).
5. Prior to the applicant receiving the grant, an agreement must be signed between the applicant and Development Services department, which is authorized to sign on behalf of the City. The agreement will detail all work to be done and specify a time frame in which the work is to be completed, as well as procedures in the event the agreement is not followed.

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6. If, at any point during the grant process, the scope of work changes (for example: the applicant desires for the approved design/materials/size/color to change, the project is unable to be completed as approved, etc), the applicant must contact the preservation planner immediately. Grantees are not authorized to make any changes to their approved scope of work without the review and subsequent approval of historic preservation staff. Failure to notify staff of desired changes in a timely manner may result in forfeiture of the grant in its entirety.
7. When work is completed, the grantee must contact Development Services and schedule an on-site inspection with the preservation planner. Same-day inspections cannot be guaranteed. Grant monies are ultimately awarded upon successful completion of approved work within the allotted time frame.

Grants are now awarded in a one-time application period. Applications will only be accepted once, in the fall, and successful applicants will have until **June 1, 2019** to complete their projects and have them inspected by staff.

There will be no separate spring grant cycle.

The application deadline is **Monday, September 17, 2018**. This is the last day that applications will be accepted. All information must be complete or the application cannot be considered. It is the applicant's responsibility to ensure the application is complete and clear as to the scope of work that is proposed. Applications should be returned to the Development Services office at 132 N. Main Street by 5:00 PM on this date. Grant recipients will be notified upon selection. Work may begin at that time.

If you would like to apply for financial assistance for a Major Work project, please contact Community Planning Services no later than **Friday, August 31, 2018**.

All work must be completed, paid for, and inspected before the **reimbursement deadline** stated in the official award letter and contract. Inspection of the work must be scheduled with the preservation planner. This will be an on-site inspection and the property owner must be present. Same-day inspections are not guaranteed and should be scheduled by the grant recipient in advance of the reimbursement deadline.

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A complete application must include the following:

- ☐ A completed application form with detailed explanation of project;
- ☐ Price quotes from contractors (or a list of materials with price estimates) covering the full extent of the work;
- ☐ Certificate of Appropriateness application
 - Projects classified as Minor Works may be approved by Staff
 - Projects classified as Major Works will require full HPC review and approval. If this level of review is necessary, please be aware that the HPC has a separate deadline schedule which may prevent concurrent review and approvals of both the Certificate of Appropriateness and the grant application.
- ☐ Income documentation if low/moderate income homeowner. Refer to table of HUD figures for Median Family Income (attached) to determine if you qualify. Income documentation must be provided or the application may not be considered for the low/moderate income status in the points table, see above. This information will not be revealed to the selection committee members and will only be used by staff to confirm that the requirements are met.

If you have any questions or need additional information, please contact the preservation planner at (704) 638-5324.

DEADLINE FOR SUBMISSION OF COMPLETE GRANT APPLICATION:
MONDAY, SEPTEMBER 17, 2018



FY 2018 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2018 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2018 Income Limit Area	Median Family Income Explanation	FY 2018 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Rowan County, NC HUD Metro FMR Area	\$55,900	Very Low (50%) Income Limits (\$) Explanation	19,600	22,400	25,200	27,950	30,200	32,450	34,700	36,900
		Extremely Low Income Limits (\$)* Explanation	12,140	16,460	20,780	25,100	29,420	32,450*	34,700*	36,900*
		Low (80%) Income Limits (\$) Explanation	31,300	35,800	40,250	44,700	48,300	51,900	55,450	59,050

NOTE: Rowan County is part of the **Rowan County, NC HUD Metro FMR Area**, so all information presented here applies to all of the **Rowan County, NC HUD Metro FMR Area**. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Rowan County, NC HUD Metro FMR Area**.

The **Rowan County, NC HUD Metro FMR Area** contains the following areas: Rowan County, NC;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2018 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2018 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

FY2017 Median Family Income and Income Limits for Rowan County, NC HUD Metro FMR Area

Select a different county or county equivalent in North Carolina:

Polk County
Randolph County
Richmond County
Robeson County
Rockingham County
Rowan County

Select county or county equivalent

Select any FY2018 HUD Metropolitan FMR Area's Income Limits:

Rowan County, NC HUD Metro FMR Area

Select HMFA Income Limits Area

Or press below to start over and select a different state:

Select a new state

Update URL For bookmarking or E-Mailing

Prepared by the [Economic and Market Analysis Division](#), HUD.



City of Salisbury
Development Services
132 North Main Street
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HISTORIC PRESERVATION INCENTIVE GRANT APPLICATION

SHADED AREAS FOR STAFF USE ONLY

NOTE TO APPLICANT: PLEASE MAKE SURE APPLICATION IS COMPLETE WHEN SUBMITTED.
INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED.

DATE SUBMITTED:

APPLICATION CHECKLIST

- | | | |
|--|--|--|
| <input type="checkbox"/> Grant application | <input type="checkbox"/> Itemized estimate <u>OR</u> a materials list including total project cost | <input type="checkbox"/> Complete Certificate of Appropriateness Application |
| <input type="checkbox"/> Photographs showing areas for repair or stabilization | | |

PROPERTY INFORMATION

Rowan County Parcel ID: _____

Address: _____

Local Historic District: _____

CONTACT INFORMATION

Owner: _____

Address: _____

Email: _____ Daytime Phone: _____

Low or Moderate Income (See Attached Income Limits): ☐ YES ☐ NO

PROJECT DESCRIPTION

TOTAL PROJECT COST (Attach Itemized Estimate): _____

SIGNATURE

I certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the State of North Carolina, the standards of the Salisbury Land Development Ordinance, and the City of Salisbury Residential Design Guidelines, and the Secretary of the Interior's Standards for Rehabilitation. Submission of this application does not constitute award of a grant or issuance of a permit. The City of Salisbury reserves the right to request additional information to ensure complete review.

Applicant: _____

STAFF USE ONLY

A—Historic Significance		C—Project Cost	
B—Project Type		D—Income Level	

TOTAL (ALL ITEMS):



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CERTIFICATE OF APPROPRIATENESS

SHADED AREAS FOR STAFF USE ONLY

FILING DATE:

CASE NUMBER:

- ☐ Minor Work (staff)
☐ Major Work (HPC) : Owner Agent? ☐ Yes ☐ No
☐ After-the-Fact COA ☐ \$250.00 Fee

STAFF NOTES: _____

APPROVED BY:

APPROVAL DATE:

CONTACT INFORMATION

Property Owner: _____ Phone: _____

Address: _____

email: _____

Agent: _____ Phone: _____

Address: _____ email: _____

PROPERTY & PROJECT INFORMATION

Rowan County Parcel ID(s):

Address: _____

Description of Work: _____

SIGNATURE

☐ Additional information is attached to fully describe the appearance of the proposed work. This could include a site plan, elevations, sketches drawn to the approximate scale, basic dimensions, color samples, photographs, product brochures or other documents.

☐ I am familiar with the Historic District Design Guidelines pertaining to my project.

☐ I have completed the project checklist on the back of this form.

☐ I am aware that Historic Preservation Commission (HPC) members, or staff, may enter upon private land at reasonable times to inspect the work or the site solely in performance of their duties.

Applicant: _____

Application Last Revised: NOV, 2017

PROJECT CHECKLIST

TYPE OF PROJECT :

REQUIRED SUPPORTING MATERIALS:

☐ Tree Removal

- ☐ Site plan showing species and changes/landscape features
- ☐ Certified Arborist report for tree removal

☐ Roofing

- ☐ Photos of existing
- ☐ Roofing material sample

☐ Masonry repairs (foundations, chimneys, etc.)

- ☐ Photos showing existing conditions
- ☐ Material sample/information

☐ Fences

- ☐ Site plan showing proposed location of fence
- ☐ Drawing or photos of fence style
- ☐ Fence material information/specs

☐ Restoration of original architectural details

- ☐ Drawings
- ☐ Photos of existing non-original materials
- ☐ Documentation of original materials/design
- ☐ Material samples
- ☐ Specifications

☐ Lighting fixtures

- ☐ Photos
- ☐ Fixture specifications

☐ Front walk, driveway, and/or parking area
(new or changes to existing)

- ☐ Site plan
- ☐ Photos
- ☐ Material specs/samples

☐ Addition of accessory structure

- ☐ Site plan
- ☐ Photos
- ☐ Material specs/samples

☐ Signs

- ☐ Plan of proposed sign
- ☐ Material specs/samples
- ☐ Dimensional drawings
- ☐ Photos

☐ Demolition of any structure

- ☐ Photos of existing conditions
- ☐ Plan for site after demolition

☐ Windows

- ☐ Photos showing existing conditions
- ☐ Elevation plan
- ☐ Window sample

☐ Additions to primary structure

- ☐ Architectural drawings
- ☐ Elevation plans
- ☐ Material specs/brochure
- ☐ Site plan
- ☐ Photos of existing structure
- ☐ Material samples

☐ New construction

- ☐ Architectural drawings
- ☐ Elevation plans
- ☐ Site plan
- ☐ Material samples